Section:	01	Title:	Operations
Sub Section:	09	Title:	Xerox Forms Design
Document:		Title:	

1. STANDARD

1.1. Summary of Standard Changes

1.2. Purpose

The purpose of the Standard and Procedures for forms design is to detail the elements necessary for an agency to submit new applications for designing forms on the Xerox 4635MX printer.

1.3. Scope

The following procedures detail the process for submitting a layout for design of forms printed at the Input/Output section.

1.4. Responsibilities

Those personnel in the Input/Output (I/O) section of ISD's Data Center who design forms to be printed on the 4635MX Xerox printer.

1.5. Definitions and Abbreviations

I/O – Input/Output section of ISD's Data Center responsible for printing and distribution of computer system generated reports.
DOADC – the Arizona Department of Administration Data Center
PDL

1.6. Description of Standard

A procedure has been established that details the elements necessary for an agency to submit new applications to the Xerox 4635MX.

1.7. Implications

1.8. References

1.9. Attachments

2. XEROX FORM DESIGN PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

2.2.1. Forms in production prior to March 11, 2003 will be evaluated by DOADC page printing staff and the staff from the form-requesting agency. If the form needs to be converted and has been identified, the agency will submit information along with a sample of the existing form to the I/O Supervisor.

2.2.2. Forms needing to be designed will be handled in one of two ways:

2.2.2.1. Upon request the Data Center's section will hold classes in PDL for all agencies using or developing applications for the Page Printer.

2.2.2.2. The agency may submit a request with a sketched layout of the form and all pertinent information to the I/O Supervisor for design.

2.2.3. Forms design and special applications on 4635MX will be charged at the current billing rate (see Section 9000).

2.2.4. Print Cartridges will be charged at $.05 (five cents) per page image.

2.3. References

2.4. Attachments